

## CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle) [REDACTED]	2. DATE OF BIRTH 15 Dec 1900	3. SERVICE DESIGNATION SD/IR	4. GRADE GS-11
5. POSITION TITLE <b>Secretary to Chief/C</b>	6. OCCUPATIONAL CODE GS-0310.01	7. OFFICE OF ASSIGNMENT <b>Office of Chief Soc. Research, DCB</b>	
SECTION B. CAREER INTERESTS			

## 9. GENERAL TYPE OF ACTIVITY

**Secretarial.**

## 10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

**Continue present secretarial assignment.**

B. LONG-RANGE (Within next 3 to 5 years)

**Secretary at higher level.**

TRAINING	
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## 11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

**B-21, Effective Writing  
Course in office management  
Course in geography**

B. LONG-RANGE (Within next 3 to 5 years)

**B-7, Basic Supervision.**

12. ADDITIONAL COMMENTS
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I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.	13. DATE COMPLETED 25X1A9a 19 August 1957	14. SIGNATURE OF EMPLOYEE [REDACTED]
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## SECRET

(When Filled In)

## SECTION D.

## Sanitized - Approved For Release : CIA-RDP63-00314R000100360004-0

## 15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

[REDACTED] career interests are well related to her innate capabilities and interests. Secretarial work at a higher level at some time in the future is a well-conceived goal to which experience and training may be directed.

## 16. RELATIVE TO TRAINING FOR EMPLOYEE

The training indicated seems appropriate to the goals of the employee and should be pursued as arrangements can be made.

## 17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a  
[REDACTED]

TITLE

Chief, Geographic Research Area, GRN

25X1A9a  
[REDACTED]

## SECTION E.

## FOR USE OF CAREER SERVICE

## 21. COMMENTS

## 22. TYPED OR PRINTED NAME

## 23. SIGNATURE

## 24. TITLE

## 25. DATE

LEAVE BLANK

SECRET

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## CAREER PREFERENCE OUTLINE

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- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle) <b>25X1A9a</b>	2. DATE OF BIRTH <b>15 Dec 1969</b>	3. SERVICE DESIGNATION <b>CD/IR</b>	4. GRADE <b>GS-7</b>
5. POSITION TITLE <b>Secretary to Chief/C</b>	6. OCCUPATIONAL CODE <b>00-0310-01</b>	7. OFFICE OF ASSIGNMENT <b>Office of Chief Geog. Research, DCI</b>	

SECTION B. CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

**Secretarial.**

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

**Continue present secretarial assignment.**

B. LONG-RANGE (Within next 3 to 5 years)

**Secretary at higher level.**

SECTION C. TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

**B-21, Effective Writing  
Course in office management  
Course in geography**

B. LONG-RANGE (Within next 3 to 5 years)

**B-7, Basic Supervision.**

12. ADDITIONAL COMMENTS

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

**19 August 1957**

NAME OF EMPLOYEE

**25X1A9a**

## SECRET

(When Filled In)

## SECTION D.

## Sanitized - Approved For Release : CIA-RDP63-00314R000100360004-0

## 15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

[REDACTED] career interests are well related to her innate capabilities and interests. Secretarial work at a higher level at some time in the future is a well-conceived goal to which experience and training may be directed.

## 16. RELATIVE TO TRAINING FOR EMPLOYEE

The training indicated seems appropriate to the goals of the employee and should be pursued as arrangements can be made.

## 17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

25X1A9a

20

19 August 1957

## 18. TITLE

Chief, Geographic Research Area, OPR

## FOR USE OF CAREER SERVICE

## 21. COMMENTS

25X1A9a [REDACTED] career interests are compatible with her innate capabilities and interests. Secretarial work at a higher level is a well-conceived goal to which experience and training may be directed. She is well qualified for an overseas assignment.

25X1A9a

## 22. TYPED OR PRINTED NAME

25X1A9a

## 25. DATE

## 24. TITLE

Secretary, Career Service Board, OPR

14 MAY 1959

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SECRET